

- Receptionist/Secretary:
 - Typical receptionist and secretarial duties
 - In small systems may also do a combination of several jobs, including dispatcher, cost clerk, etc.
 - Area: 150-200 sf minimum
- Waiting: 200-300 sf: less in very small systems
- TIMS Data Technician:
 - Input data for the Transportation Information Management System, a comprehensive computer-assisted school bus routing and scheduling system
 - Area: 150-200 sf
- Cost Clerk:
 - Keying in data regarding fueling of vehicles, other cost information
 - Filing related paperwork
 - Area: 100-150 sf
- Parts Person:
 - Overseeing the parts storage room, issuing parts to mechanics and keeping up with the related paper work
 - Office may be a separate room (100-150 sf) or a part of the parts storage room near the pass window
- Dispatcher:
 - Field phone calls, make sure routes are staffed, maintain communication with drivers (2-way radio or cell phones)
 - May need extra help fielding phone calls at beginning of school year
 - Possible additional duties: Routing, scheduling field trips, handling discipline problems
 - Area: 100-150 sf
- NOTE: For smaller school systems containing only two or three persons total within the administrative office area of a school bus garage, many of the above functions will need to be done by only one or two people and require less total square footage.
- In larger school systems, office space for area supervisors may be needed for those persons who are the liaison for the transportation department, the schools and the public. Individual offices of 120sf minimum is recommended.
- Work Room:
 - Separate room containing photocopying machine, FAX and other equipment, used jointly by administrative staff
 - Area: 100-120 sf
- Technology Closet:
 - Contains routers, hubs, servers, etc. (all offices, the parts storage room office area and the maintenance bay area will require computer and telephone outlets).
- Break Room
 - A break room for mechanics and administrative personnel of sufficient size for seating at tables, a refrigerator, microwave oven, vending machines and some counter top space with a sink is desirable.
 - Size will depend on number of seats, vending machines, etc. desired